

**मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन- II, नई दिल्ली**

F.No. HRM-3(7)/2021-KAB.

Dated:- 17 May, 2021

OFFICE MEMORANDUM

Subject:- Online Workshops being conducted by ISTM, New Delhi during July 2021

The Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GoI, New Delhi has invited nominations for following online Workshops:-

S. No.	Online Workshops	Date and Duration	Eligibility Conditions
1	Workshop on MS-Excel (MS-Ex-08)	12-14 July, 2021 (3 days)	Officers and staff
2	Workshop on e-Office (WEO-10)	22-23 July, 2021 (2 days)	Section Officer or equivalent officers and above

The aim of the Workshop at S. No. 1 is to develop the skills required for work in MS-Excel 2016 and for S. No. 2 is to facilitate the participants on e-Office.

The Officers who have proper internet connectivity and computer/Laptop facility can attend the online Workshops on whole time basis. It is also desired by the Institute to send one or two relevant nominations for each Workshop. The Officers who need to attend above Workshops may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **24.05.2021** for onward transmission to ISTM, New Delhi. The Nomination Form may be downloaded from ICAR website under **Col. Circular/HRM Unit**. The nomination form is also enclosed here. The nomination may not be sent online directly to ISTM until it is approved by the Council.

The Officers who have already attended these Workshops need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi. The participation in the above Workshops will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.

-Sd/-

(A K Vyas)

ADG (HRM) &

Training Manager, ICAR

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Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
2. All HRD Nodal Officers of the ICAR Institutes
3. E-office Notice Board
4. ICAR Portal/ HRM Portal
5. Guard File



Institute of Secretariat Training & Management

Online Nomination Form

Participants Log

*Select Course		Select Course ▼	
*Have you previously attended any course at ISTM?		<input type="radio"/> Yes <input checked="" type="radio"/> No	
*Mobile No.	+91		
*First Name	Select title ▼	Middle Name	*Last Name
Name in Hindi	* Father's / Spouse's / Mother's / Guardian's name		
*Gender	Select Gender ▼	*Category	Select Category ▼
*Differently Abled	<input type="radio"/> Yes <input checked="" type="radio"/> No		
*Date of Birth	* Educational Qualification		
* Service	Select Service ▼	* Designation / Rank	Select Designation / Rank ▼
*Level of Pay Matrix	Select Level ▼		
*Date of Joining Service	* Date of Joining Current Post		
* Brief Service Particulars			

ORGANISATION DETAILS

* Organisation Name	* Organisation Type	Select Organisation Type ▼
* Organisation Email	*Organisation Phone	
* Organisation Street Address		
* Organisation City	*Organisation Pincode	
* Organisation State	Select Organisation State ▼	

PERSONAL / RESIDENCE DETAILS

Aadhaar Number	*Email
* Street Address	
* City	* Pincode
*State	Select Residence State ▼

OTHER DETAILS

* Emergency Contact Details

*How the training is likely to benefit the nominee as well as the organisation (in 2 lines).

5/6/2019

Online Nomination Form | Institute of Secretariat Training & Management | Govt. of India

Whether Hostel Accommodation is required

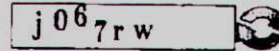
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

आमंत्रित किया गया है कि आप अपने आवेदन के साथ आवश्यक दस्तावेजों के साथ आवेदन को हमें प्रेषित करें। (आवेदन के साथ आवश्यक दस्तावेजों के साथ आवेदन को हमें प्रेषित करें।)

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